2022 Seattle Based Non-Congregate Shelter Request for Proposal (RFP):

Property Acquisition/Development, Operations, & Services

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King County Regional Homelessness Authority (KCRHA)
Seattle Based Non-Congregate Shelter: Property Acquisition/Development, Operations, & Services
2022 Request for Proposal

GUIDELINES

I.   Summary

Introduction: This Request for Proposal (RFP) is seeking applications from agencies interested in providing property acquisition and/or development, on-site program operations and supportive services with on-site behavioral health resources, for single adults and couples who are experiencing brief or extended periods of chronic homelessness. KCRHA may offer up to $2 million towards property acquisition and/or development and up to $2.8M towards site operations and supportive services which include behavioral health resources.

The intent of the *Seattle Based Non-Congregate Shelter RFP* is to enhance the continuum of comprehensive, person-centered shelter solutions within Seattle. KCRHA expects to award funds towards three RFP program areas that will:

- Preserve life and health, and prevent the spread of COVID-19, and other communicable diseases;
- Help people experiencing unsheltered homelessness in the city of Seattle to quickly find safe alternatives to the streets and encampments through an investment in non-congregate shelter dwellings that focus on rapid exits to permanent housing; and
- Promote system transformation to rapidly exit individuals and couples from non-congregate shelters to permanent housing.

Applicants may apply for one or more RFP categories that best reflect their organization's area of expertise. The full applicant pool will be reviewed by a rating team composed of community members and subject matter experts (SME's). The rating team will recommend applications to be funded and implemented beginning in the first quarter of 2022. Ongoing sustainable funding for site operations and support services which include behavioral health resources is anticipated based on budget availability and customer satisfaction with service provider/program performance. RFP application categories include:

- **Property acquisition and/or site development**
    - Purchases, owns or has access to property that meets the City of Seattle Siting Requirements and must maintain site control by the grantee for a minimum of 10 years from the date of final payment and be used for the same purpose expressed in your application and/or contract for this RFP; and
    - Interest and/or experience developing property and setting up non-congregate shelter options such as modular, pods, pallets or tiny house dwellings.

- **On-site program operations**
  - Property management;
  - 24/7 professional staffing with de-escalation training; and
  - Supportive services, housing search, and other case management resources.

- **On-site behavioral health & support services**
  - Provide substance use disorder and mental health assessment and counseling through licensed professionals and masters-level counselors;
  - Conduct intervention and de-escalation supports

Applications: The deadline for submitting completed proposals is ==**Friday, January 28, 2022, at 5:00 PM PST**==. This expedited RFP is competitive and open to any agencies that meet the standard KCRHA Agency Minimum Eligibility Requirements and any additional requirements outlined in Section III.

Timeline*	
Funding Opportunity Released	Friday, December 17, 2021
**Webinar Information Session *(Note: participation and registration is highly recommended, but not required to submit an application)*	Tuesday, December 21, 2021, 10-11 AM & Wednesday, December 22, 2021, 2-3PM RSVP to: grants.management@kcrha.org Join: Zoom Meeting Session: Dec 21, 2021, 10:00 PM Pacific Time Register in advance for this webinar: https://www.zoomgov.com/webinar/register/WN_6eWTU6ftSXyekyDF9jZBdw Session 2: Dec 22, 2021 02:00 PM Pacific Time Register in advance for this webinar: https://www.zoomgov.com/webinar/register/WN_X5_aRpx2QKKka41EyHEWmg After registering, you will receive a confirmation email containing dial-in and information about joining the webinar.
Last Day to Submit Questions to grants.management@kcrha.org	Wednesday, December 29, 2021, at 5:00PM PST
Application Deadline (electronic only)	Friday, January 28, 2022, at 5:00PM PST
Virtual Tour/Interview	Monday, January 24, 2022 - Monday January 31, 2022
Award/ Denial Notification (anticipated)	Monday, February 7, 2022
Appeals Due	Friday, February 11, 2022
Estimated Contract Start Date	Tuesday, March 1, 2022

*KCRHA reserves the right to change any dates in the RFP timeline. Any updates, including responses to questions, will be posted on the KCRHA website under, 'Updates'. **Please contact the Procurement Coordinator for accommodation requests @: grants.management@kcrha.org

II.   Background

Background

At any given time, there are more than 3,738 unsheltered people on the streets of Seattle. People living unsheltered are at increased risk for contracting the COVID-19 virus and other communicable diseases. This RFP aims to invest in additional non-congregate shelter options that will quickly add safe temporary shelter units to the existing non-congregate shelter currently operating in Seattle. These new non-congregate shelter dwellings will offer a place where people experiencing unsheltered homelessness can stay safe from communicable diseases while having access to behavioral health resources and supportive services to assist with the successful transition to permanent housing.

Funding Sources: KCRHA will use a range of funding sources to support the projects awarded through this RFP. Fund sources include City of Seattle Human Service Department (HSD) General Fund, WA Department of Commerce: Direct Grant Programs – Community Capital Facilities, Coronavirus State and Local Fiscal Recovery Funds (CLFR) and funds from American Rescue Plan Act of 2021 (ARPA). Below is a breakdown of the total funding amounts from each fund source.

Fund Sources	RFP Amount
HSD General Fund	$2,400,000
WA Dept. of Commerce – Community Capital Facilities (one time)	$2,000,000
2021 CLFR/ARPA	$400,000
Total	**$4,800,000**

One-time funding: KCRHA received one-time funds through the WA. Department of Commerce for the stand-up costs associated with property acquisition and/ or development. Applicants with access to property may use the full award towards the purchase, development, construction, and design. Grantees awarded these funds will be required to provide documentation of your organization's financial ability to complete the project. All funds from sources other than the state must be expended, raised, or secured by documented pledges or loans. Any property relevant to the project must be owned or secured by a long-term lease that remains in effect for a minimum of ten years following the final payment date. A lien on owned property is also required when receiving grants over $500,000. Grantees must provide written evidence of site control. Prevailing wages must be paid for all construction labor costs incurred. Depending on the site and scope of work, a review by the WA. State Department of Archaeology and Historic Preservation and any affected Tribes must also be completed per Governor's Executive Order 21-02. Additional points will be granted if your project complies with the state's LEED green buildings standards (RCW 39.35D).

III.	Program Scope

2022 Seattle Based Non-Congregate Shelter Scope:
The outcome of this RFP is to provide additional safe temporary living environments for individuals and couples experiencing homelessness who want an alternative to congregate shelter programs. Based on feedback from people with lived experience and stakeholders from multiple disciplines within the health and human service sectors in King County, this RFP seeks to select applicants proposing to build dwellings that are insulated, have cooling and heating features that have individual unit control, ventilated, secure, and connected to utilities. Applicants proposing to create dwellings with individual or communal kitchen areas, showers, laundry, and restrooms will be most competitive. Non-profit or religious organizations proposing to acquire property may apply separately or combined for the construction and development of the non-congregate dwellings.

Additionally, the program will focus on helping single adults and/or couples transitioning from brief or long periods of living unsheltered. Successful applicants will propose development and services designed to promote the physical and emotional safety of residents and staff in the least restrictive manner possible.

Services will be offered during times that meet the needs of residents and be tailored to meet the diverse needs of the community. Whenever possible, residents are to be offered additional physical, emotional, and psychological support needed to ensure success in the program and reduce exits to the streets. Housing navigation services must be included by applicants proposing to provide behavioral and support services.

KCRHA is currently in the process of working with the community to reimagine and implement system transformations in outreach, referral, and housing placement. Until new systems are in place, grantees will be required to receive referrals from the HOPE Team and enroll participants in the Coordinated Entry for All (CEA) system. Supportive services and behavioral health providers will work with participants to identify appropriate alternative housing options, including but not limited to: Rapid Rehousing, Permanent Supportive Housing, and Housing Choice Vouchers. Outreach providers, in partnership with the HOPE (Homeless Outreach and Provider Ecosystem) will identify and refer program participants until a new system is in place.

The table below summarizes the three program areas contained in this RFP. Expanded program detail can be found in each program area below. KCRHA is open to operating a service provision partnership structure that includes an operating agency and a partner service provider. Agencies can apply for one or more program areas.

RFP Program Areas	Summary of Program Scope	Provider Profile & Requirements	Eligible Costs	Ineligible Costs
Property Acquisition and/or Development	• Provide a plot of land with zoning suitable for multiple free standing non-congregate shelter dwelling construction; • Land must be free from contaminant, include-roadway(s), water supply, sewage, and have connection or access to utilities; • Develop property to include, at minimum: hygiene facilities, electricity, heat, cooling, ventilation, insulation, kitchen space(s), interior furnishings, security, and safety features, running water; and • Additional points will be offered to applicants who can acquire and/or	• Non-profit organization, cooperative, or a community land trust, or a faith-based organization; • Must maintain site control by the grantee for a minimum of 10 years from the date of final payment and be used for the same purpose expressed in the application and/or contract; • Purchases, owns or has access to property that meets the [City of Seattle Siting Requirements](#); • Grantee(s) may be required to have an archeological review, LEED certification, and/or consultation with Tribes and/or Department of Historical Preservation depending on the project being proposed; and • Grantee(s) are responsible for maintaining	• Design, architectural, and engineering work; • Building permits/fees; • Archeological/ historical review; • Construction labor and materials; • Demolition/site preparation; • Capitalized equipment; • Information technology infrastructure (cables and wiring); • Construction management (from external sources only); • Initial furnishings; • Landscaping; and • Real property when purchased specifically for the project, and associated costs. • Indirect costs up to 10% of total indirect expenses*	• Internal administrative activities; • Mortgage or loan payments; • Project management (from any source); • Fundraising activities; • Feasibility studies; • Computers or office equipment; • Rolling stock (such as vehicles); • Lease payments for rental of equipment or facilities; • Maintenance or operating costs; • Property leases (including long term); and • The moving of equipment & furniture, etc., between facilities.

	develop land in downtown Seattle, South Lake Union, and/or South Seattle.	clear and accurate project records, Purchase and Sales Agreements, Deeds of Trust, and/or permits and making them accessible to KCRHA.		
On-Site Program Operations	● 24/7 comprehensive program operations including but not limited to intake and de-escalation and maintaining the safety and security of residents and their belongings, maintenance of hygiene and kitchen facilities (if shared), maintenance, trash pick-up, etc.; and ● Additional points will be given to applicants proposing to implement a peer-to-peer site management component. ● Coordination of CEA assessments*	● Competent at operating an enhanced shelter, non-congregate shelter. Additional points will be awarded to applicants proposing to serve BIPOC communities; ● Competent at working with participants who have been unsheltered for long periods of time with high levels of behavioral and physical health needs; ● Must document resident income and housing status; and ● Staff must adhere to OSHA guidelines, know CPR, have de-escalation and motivational	● Operating & maintenance costs ● Staff wages and benefits; ● Indirect costs up to 15% of total indirect expenses ● Operating supplies (included necessary COVID cleaning and PPE supplies);	● No grantee(s) may use funds to make a deposit to a pension fund; and ● Funds may not be used to fund reductions in net tax revenue.

	* and HMIS; and ● Assistance and coordination with Support Services staff for Housing case management, and on-site coordination of partnering agencies (medical providers, food delivery, etc.)	interviewing skills.		
On-Site Behavioral Health & Support Services	● Experience serving single adult or couple households, and/or survivors of gender-based violence; ● Provide substance use disorder treatment when residents are ready; ● Provide culturally relevant, trauma-informed mental health assessment and counseling	● Competent at providing supportive and behavioral services within shelter and/or housing programs. Additional points will be awarded to applicants proposing to serve BIPOC, LGBTQ, people living with disabilities, immigrant/refugees and/or people living with substance abuse disorder. ● May require coordination with King County's	● Operating and supply costs (included necessary COVID cleaning and PPE supplies); ● Staff wages and benefits; ● Indirect costs up to 15% of total indirect expenses	● No grantee(s) may use funds to make a deposit to a pension fund; and ● Funds may not be used to fund reductions in net tax revenue.

	through licensed professionals and masters-level counselors; and ● Housing case management, and on-site coordination of partnering agencies (medical providers, food delivery, etc.)	behavioral health and recovery division at DCHS; ● Experience working with participants who have been unsheltered for long periods of time with high levels of behavioral and physical health needs; and ● Demonstrated ability to provide trauma-informed, housing first, culturally responsive services to create positive outcomes for low-income Black, Indigenous and People of Color (BIPOC) communities who historically have experienced oppression.		

*Federal Indirect Approved rates apply upon KCRHA's verification of approval.
** KCRHA is committed to systems transformation. The outreach and intake processes are subject to change from the current model once the shelter is operating and KCRHA determines a more equitable process.

IV.   Requirements

RFP applicants must adhere to the following:
  1. Minimum Eligibility Requirements
      a. Agencies are required to meet the requirements found on KCRHA's website.

2. **Data Collection, Evaluation and Performance Measures**
    a. All funded agencies will participate in data collection through King County Homeless Management Information System (HMIS) to evaluate and improve the quality of their programming.
    b. KCRHA will collaboratively establish and evaluate performance metrics with each grantee which will be incorporated into each Service Contract.
3. **COVID-19 Safety Guidelines**
    a. Agencies are expected to adhere to current, appropriate safety protocols as outlined by [Seattle-King County Public Health](#), to prevent the spread of COVID-19. These protocols may include social distancing, wearing masks, hand washing, and sanitizing surfaces.
4. **Duns number and Federal** [System for Award Management](#) (SAM) registration in good standing.

King County Regional Homeless Authority
2022 Seattle Based Non-Congregate Shelter RFP
APPLICATION
FOR
Operations and/or Services

I.   Instructions for Written Application(s)

Applications will be rated on the information requested in this RFP, a virtual tour/interview, and any clarifying information requested by KCRHA. Answer each section completely. Do not include additional agency cover letters or brochures with your application. Applications that do not follow the required format may <u>not</u> be rated.

Agencies are encouraged to apply for any program area for which they qualify. Application questions are different for both the Land Acquisition and/or Development program areas and Operations and/or Services program area. Agencies are asked to complete one narrative application and budget that describes how their agency meets the requirements of each of the selected program area(s) your agency is applying for. Additional points will be rewarded to applicants who can demonstrate how their services incorporate direction, authentic partnership, or feedback from people with lived experience of homelessness.

Required format for each written application:
● Typed and formatted to letter-size (8 ½ x 11-inch) paper;
● Use one-inch margins, single spacing, and minimum size 11-point font;
● Convert each narrative into a PDF file before emailing to KCRHA for submission; and
● Sections A-E shall not be longer than 9 pages per program area (requested attachments will not count towards the page limit).

II.   Questions & Rating Criteria

Write a narrative response to sections A – E (Section G is not rated as a standalone category). Answer each section completely according to the questions. Do not exceed a total of 9 pages for sections A – E combined (Section F, Attachment 2 and Section G do not count towards the page limit). Applications will be rated out of 100 points for the following criteria:

A. AGENCY EXPERIENCE (20 points)
1. Tell us about your agency's history, experience, interest, and the current work you do related to each of your selected program area(s), and how you plan it will lead to exits to permanent housing.
2. What is your program's current or proposed service model? What changes have or would you make to develop and/or operate in a non-congregate setting?

3. What is the anticipated number of people who will be housed in your proposed model? How many individuals? How many couples? Do you anticipate serving an underserved population? If so, please explain.
4. Describe how your agency will operate the selected program(s) with COVID-19 safety protocols in place.
5. What geographic location(s) do you propose implementing your selected program area(s)?
6. Describe how your agency will ensure a customer-centered approach to the design and services of your proposed program area(s)?

Rating Criteria - A strong application meets all the criteria below.
- Applicant demonstrates experience and a logical plan to execute the core components of their selected program area(s) including an understanding and connection to race and social justice.
- Experience reflects history with building or operating and providing services that are focused on helping individuals gain safety, improve health, and address barriers to securing housing
- Applicant has a logical, thorough plan to support non-congregate shelter-based supportive and/or behavioral health services with referrals from the HOPE Team.
- Applicant provides detail about the anticipated number of people housed and anticipates serving an underserved population.
- Applicant has adjusted operations and service delivery to meet Public Health Seattle-King County COVID-19 Standards.
- Applicant proposes to implement services in Seattle; additional points are allocated for downtown Seattle, South Lake Union and/or South Seattle.
- Applicant is explicit on actions they will take to ensure a customer-center design to each program area(s) proposed.

B. STAFFING (15 points)
1. Describe the staff who will have a significant role in designing, delivering, and evaluating each program area(s) of interest. What will they be responsible for doing? What is the ratio of staff to participants?
2. Describe how your staffing model provides culturally relevant, trauma-informed support to residents?
3. How will you ensure BIPOC households have access to BIPOC managed non-congregate shelter space?
4. How will you build the leadership capacity of BIPOC staff within your organization?

Rating Criteria - A strong application meets all the criteria below.
- Staff positions and qualifications are designed to meet the needs of residents.
- The ratio of direct-service staff to residents supports housing-focused services.
- Staff members within all positions and titles within the agency represent the race and ethnic background of those they serve.
- Applicants have a plan to build leadership capacity and opportunities for their BIPOC staff.

C. RACIAL EQUITY (20 points)
1. Describe how your agency supports and empowers low-income Black, Indigenous and People of Color (BIPOC) communities who have historically experienced systemic oppression.
2. Describe how your agency supports and empowers the LGBTQ community, people living with disabilities, survivors of DV, immigrants/refugees, people living with substance use disorder, co-occurring disorders, people with criminal records, and/or people with limited English proficiency who have historically experienced systemic oppression.
3. Explain the successes and challenges you have had or anticipate having while providing cultural and language relevant services to diverse communities. How has your agency grown and adapted over time to best meet the racial diversity within Seattle, and how do you know you've accomplished this?

Rating Criteria - A strong application meets all the criteria below.
- Applicant has a strong history and experience working with and supporting low income BIPOC communities and individuals impacted by institutional racism.
- Applicant understands the historical and systemic nature of systemic oppression impacting the communities they propose to serve and proposes ways to undo these harms within their proposed program. Applicant demonstrates honesty, the ability to grow. Applicant explains their commitment to make changes over time to ensure residents are satisfied with their services and successfully transition to permanent housing.
- Applicant identifies how they assess and monitor resident satisfaction.

D. PARTNERSHIPS (20 points)
1. Describe how you will partner with program residents, community members, and/or other agencies to execute the proposed program areas(s). What role will residents play in planning, implementation, and evaluating your work?

Rating Criteria - A strong application meets all the criteria below.
- Applicant clearly describes who and how they will partner with program participants, community members and agencies in planning, implementation, and evaluation.
- Applicant has considered Rapid Rehousing partnership or Housing Choice Voucher partnerships and arrangement and identified value and potential challenges.

E.   DATA AND FISCAL MANAGEMENT (15 points)
1. Describe your agency's experience or ability to collect and manage Homeless Management Information System (HMIS) data.
2. Describe how your agency manages finances, including any financial systems you use. Are you financially able to provide services and submit invoices for **reimbursement** in a timely manner?
3. Describe your experience meeting reporting requirements for state, local, and/or federally funded programs.

Rating Criteria - A strong application meets all the criteria below.
- Applicant has previous experience or explains their knowledge and capacity to collect and manage HMIS data.
- Applicant adequately describes its revenue, financial health, and financial management system.
- Applicant can provide services and submit invoices for reimbursement, and cope with changes in funding support.
- Applicant has experience meeting reporting requirements with state, local and/or federally funded programs.
- Applicant has a fiscal management system which maintains checks and balances and follows Generally Accepted Accounting Principles to safeguard all funds that may be awarded under the terms of this funding opportunity. If applicant lacks fiscal management capabilities, applicant identifies its fiscal sponsor.

F. BUDGET (10 POINTS)
Complete the Proposed Program and Personnel Budget (Attachments 2, tabs 1 & 2) for each program area you are applying for. Do not provide your total group or organization's budget. Costs should reflect the proposed activities and any additional funding associated directly to the program area(s) being proposed. Budgets will not count toward the 9-page limit.

G. Virtual Tour/Interview (may supplement lost points in one or more of the categories above, but not rated as a standalone category)
List your availability for a 45-minute virtual tour/interview with your key program staff during the week of Monday, January 24, 2022 - Monday January 31, 2022. The KCRHA Procurement Coordinator will follow-up to arrange and confirm your appointment.

King County Regional Homeless Authority
2022 Seattle Based Non-Congregate Shelter RFP
APPLICATION
FOR
Property Acquisition and/or Development

I.   Instructions for Written Application(s)

Applications will be rated on the information requested in this RFP, a virtual tour/interview, and any clarifying information requested by KCRHA. Answer each section completely. Do not include additional agency cover letters or brochures with your application. Applications that do not follow the required format may <u>not</u> be rated.

Agencies are encouraged to apply for any program area for which they qualify. A separate application must be submitted for each program category being applied for. Different application questions apply to the property acquisition/development category. If applying for the property acquisition and/or development category, please specify is you are applying for one or both. Agencies are asked to complete one narrative application that describes how their agency meets the requirements of each of the selected program categories. Additional points will be rewarded to applicants who can demonstrate authentic partnerships which help enhance their proposed program model.

Required format for each written application:
- Typed and formatted to letter-size (8 ½ x 11-inch) paper;
- Use one-inch margins, single spacing, and minimum size <u>11-point</u> font;
- Convert each narrative into a PDF file before emailing to KCRHA for submission; and
- Sections A-E shall not be longer than <u>9 pages</u> per program area (requested attachments will not count towards the page limit).

II.   Questions & Rating Criteria

Write a narrative response to sections A – E (Section G is not rated as a standalone category). Answer each section completely according to the questions. Do not exceed a total of 9 pages for sections A – E combined (Section F, Attachment 2. does not count towards page limit). Applications will be rated out of 100 points for the following criteria:

A. AGENCY EXPERIENCE (20 points)
1. Tell us about your agency's history, experience, interest, and the current work you do related to each of your selected program categories, and how you plan it will lead to exits to permanent housing.

2. What is your program's current or proposed land acquisition and/or development model? What features do you propose are needed for the acquisition, design and/or development of a safe, secure, and sanitary non-congregate setting?
3. What is the anticipated total square footage/acreage, number of individual non-congregate dwellings and anticipant number of people housed?
4. Describe how your agency will ensure necessary COVID-19 safety protocols are in place during the acquisition, design and/or development of your selected program categories.
5. What geographic location(s) do you propose implementing your program categories?
6. Describe how your agency will ensure a customer-centered approach to the acquisition, design and/or development of your proposed program categories of this RFP?

Rating Criteria - A strong application meets all the criteria below.
- Applicant demonstrates experience and understanding of the core components of their selected program area(s) including an understanding and connection to the unique needs of people experiencing unsheltered homelessness in Seattle.
- Applicant has a logical, thorough plan to erect and/or support non-congregate shelter which accommodate people with various needs and abilities.
- Applicant proposes to build LEED certified dwellings.
- Applicant provides detail about land size, number of dwellings, and number of people housed.
- Experience reflects history with acquiring and/or building structures that are focused on helping individuals gain safety, improve health, and/or address barriers to securing housing.
- Applicant plans to acquire and/or develop dwellings with necessary operations and service delivery to in mind which meet the [Public Health Seattle-King County COVID-19 Standards](#).
- Applicant proposes to implement development in downtown Seattle, South Lake Union and/or South Seattle.
- Applicant is explicit on actions they take to ensure a customer-center design to each program category proposed.

B. STAFFING (15 points)
1. Describe the staff who will have a significant role in designing, delivering, and evaluating each program category of interest. What will they be responsible for doing? Describe how your staffing model provides accessible and culturally relevant physical and design for its residents.
2. How will you build the leadership capacity of BIPOC and or other historically marginalized individuals (LGBTQ, people living with disabilities, women, etc.) within your organization?

Rating Criteria - A strong application meets all the criteria below.
- Staff positions and qualifications are designed to meet the needs of the program categories of interest.
- Applicant has a plan to build leadership capacity of their BIPOC and or other historically marginalized staff.

C. RACIAL EQUITY (20 points)
1. Describe how your agency supports and empowers low-income Black, Indigenous and People of Color (BIPOC) communities who have historically experienced systemic oppression.
2. Describe how your agency supports and empowers the LGBTQ community, people living with disabilities, women, immigrants/refugees, and people with limited English proficiency who have historically experienced systemic oppression.

Rating Criteria - A strong application meets all the criteria below.
- Applicant has a strong history and experience working with and supporting low income BIPOC communities and individuals impacted by institutional racism.

- Applicant understands the historical and systemic nature of racism and other forms of systemic oppression and proposes ways to undo these processes within their proposed program categories.

D. PARTNERSHIPS (20 points)
1. Describe if and how you will partner with people experiencing homelessness, other community members, and/or other agencies to execute the proposed program categories. What role do they play in planning, implementation, and evaluation of your work?

Rating Criteria - A strong application meets all the criteria below.
- Applicant clearly describes who and how they will partner with people experiencing homelessness, other community members and agencies in planning, implementation, and evaluation.

E. DATA AND FISCAL MANAGEMENT (15 points)
1. Describe your agency's experience completing real estate transactions and/or obtaining build permits and following regulations.
2. Describe how your agency manages finances, including any financial systems you use. Are you financially able to provide services and submit invoices for **reimbursement** in a timely manner?
3. Will your organization be able to provide copies of accurate project records, Purchase and Sales Agreements, Deeds of Trust, and/or permits pertaining to each program category your proposing?

Rating Criteria - A strong application meets all the criteria below.
- Applicant has previous experience in real estate and/or obtaining permits and other development requirements.
- Applicant adequately describes its revenue, financial health, and financial management system.
- Applicant can execute its proposed proposal and submit invoices for reimbursement, without funds upfront.
- Applicant has a fiscal management system which maintains checks and balances and follows Generally Accepted Accounting Principles to safeguard all funds that may be awarded under the terms of this funding opportunity. If applicant lacks fiscal management capabilities, applicant identifies its fiscal sponsor.
- Applicant can provide all real estate and development documents needed to comply with funder requirements.

F. BUDGET (10 POINTS)
Complete the Proposed Program and Personnel Budget (Attachments 2, tabs 1 & 2) for each program area you are applying for. Do not provide your total group or organization's budget. Costs should reflect the proposed activities. Budgets will not count toward the 9-page limit.

G. TOUR/INTERVIEW (may supplement lost points in one or more of the categories above, but not rated as a standalone category)
List your availability for a 45-minute virtual site visit and interview with your key staff during the week of Monday, January 24, 2022 - Monday January 31, 2022. The KCRHA Procurement Coordinator will follow-up to arrange and confirm your appointment.

III.   Deadline & Completed Application Requirements

A. Application Submittal
1. A completed and signed Application Cover Sheet (Attachment 1).
2. The application must include:
   a. A completed narrative response to sections A. – E. (Sections F and G do not count towards the 9-page limit).
   b. If you are proposing a partnership or subcontract with another agency, attach a signed letter of commitment from that agency's Director or other authorized representative.
   c. List of Board of Directors names and last three meeting minutes.

Completed applications are due by **Friday, January 28, 2022, at 5:00 PM PST.** Applications must be emailed in PDF form to: grants.management@kcrha.org. Faxed, hand delivered, or mailed applications will not be accepted. KCRHA advises emailing application documents several hours prior to the deadline in case you encounter an issue with your internet connectivity, etc. KCRHA is not responsible for ensuring that applications are received by the deadline. KCRHA reserves the right to deny any applications submitted after the stated deadline.

B. Determination of a Completed Application
KCRHA conducts a screening after applications are submitted. KCRHA will request copies of the following documents if they are not already on file. Agencies will have two (2) business days from the date of written request to provide the requested documents to grants.management@kcrha.org :

1. Current fiscal year's financial statements, consisting of the Balance Sheet, Income Statement and Statement of Cash Flows, certified by the agency's CFO, Finance Officer, or Board Treasurer.
2. Most recent audit reports.
3. Most recent fiscal year-ending Form 990 report.
4. Current certificate of commercial liability insurance (if awarded, the agency's insurance must conform to Master Service Agreement (MSA) requirements at the start of the contract).
5. Current verification of nonprofit status or evidence of incorporation or status as a legal entity. Your agency must have a federal tax identification number/employer identification number.
6. Proof of federally approved indirect rate, if applicable.
7. Proof of Federal System for Award Management (SAM) registration in good standing, if applicable.

IV. Checklist

**2022 Seattle Based Non-Congregate Shelter RFP
Property Acquisition/Development, Operations, & Services**

This checklist is to help you ensure your application is complete prior to submission, and to verify KCRHA's expectations. Please do not submit this form with your application.
HAVE YOU…

☐ **Read and understand the following additional documents found on the KCRHA website?**
   ☐ Proprietary and Confidential Information
   ☐ KCRHA's Agency Minimum Eligibility Requirements

☐ **Completed and signed the 1-page Application Cover Sheet? (Attachment 1)***
   ● If your application names specific partner agencies, representatives from these agencies must also sign the application cover sheet.

☐ **Completed each section of the Narrative response for each program area(s) you are applying for?** *Note: application questions are different for the Land Acquisition and/or Development and the Operations and/or Service program areas.*
   ● Must not exceed 9 pages (8 ½ x 11), single spaced, size 11 font, with 1-inch margins.
   ● Page count does not include the required forms and supporting documents requested in this funding opportunity.
   ● Submitted materials are converted into a PDF file before emailing to KCRHA for submission.
   ● A completed narrative response addresses the following:
      ☐ AGENCY EXPERIENCE (20 points)
      ☐ STAFFING (15 points)
      ☐ RACIAL EQUITY (20 points)
      ☐ PARTNERSHIPS (20 points)
      ☐ FISCAL MANAGEMENT (15 points)
      ☐ BUDGET (10 points)
      ☐ VIRTUAL SITE VISIT AVAILABILITY

☐ **Attached the following supporting documents?***
   ☐ Roster of your current Board of Directors
   ☐ Minutes from your agency's last three Board of Directors meetings or comparable minutes as outlined in Section III of the application.

☐ **If you are proposing a significant collaboration with another agency, have you attached a signed letter of intent from that agency's Director or other authorized representative? ***

These documents do not count against the 9-page limit for the proposal narrative section.
All applications are due to the King County Regional Homeless Authority <mark>Friday, January 28, 2021 at 5:00 PM PST</mark>. See Section III for submission instructions.

King County Regional Homeless Authority
2022 Seattle Based Non-Congregate Shelter RFP
Application Cover Sheet

1. Application Program Categories (check all that apply):	☐Land Acquisition & Development ☐ Land Acquisition Only ☐Development Only ☐Site Operations ☐ Behavioral Health & Support Services
2. Households Served (check all that apply):	☐Single Adults ☐Couples ☐Both
3. Proposed Seattle Based Location(s):	☐Downtown Seattle ☐South Lake Union ☐South Seattle ☐Other: _____
4. Applicant Agency:	
5. Agency Executive Director:	
6. Agency Primary Contact Name: Title: Address: Email: Phone:	
7. Organization Type ☐Non-Profit ☐For Profit ☐Public Agency ☐Other (Specify):	

8. Federal Tax ID or EIN:	9. DUNS #:	

10. WA Business License #:	

11. Partner Agency (if applicable): Contact Name: Title: Address: Email: Phone: Description of partner agency proposed activities: Signature of partner agency representative: _____ Date

Authorized physical signature of applicant/lead agency

To the best of my knowledge and belief, all information in this application is true and correct. The document has been duly authorized by the governing body of the applicant who will comply with all contractual obligations if the applicant is awarded funding.

Name and Title of Authorized Representative:

Signature of Authorized Representative: _____ Date